

City of Gulf Breeze

Travel & Training Expense Report Checklist

Please complete checklist and submit to Accounting with the items below and your signed Expense Report. Please write "N/A" on the line for anything that does not apply to your trip.

____ **Original receipts for all expenses** (Note: Common expenses are listed below, but may not include all receipts you may have for your trip. Please ensure all receipts are provided even if they are not listed below)

- ____ Registration Fees
- ____ Airfare & Itinerary
- ____ Baggage receipts
- ____ Hotel/Lodging
- ____ Taxi/Uber/Shuttle/etc
- ____ Rental Car
- ____ Parking/Tolls
- ____ Fuel
- ____ Meals (if advance per diem not received)

____ Agenda

____ NO AGENDA provided

____ Map Mileage (personal vehicle usage only)
<https://fdotewp1.dot.state.fl.us/citytocitymileage/viewer.aspx>

____ Training Certificate (only applies if attending a training where these are provided)

____ Travel & Training Expense Report signed by Department Head

Employee Signature

Date